CLASS TITLE: CONFERENCE FACILITY ASSISTANT

BASIC FUNCTION:
Under the direction of the Director of Facilities, coordinate, and control audio/visual requirements, resources and equipment for multiple facilities use activities; perform general workshop set-up duties related to assigned function, e.g., furniture placement, coordination of presentation technology, provision of appropriate setting for caterers to deliver meals, preparation of beverages; perform and/or assist others in the performance of routine maintenance and minor repair of VCOE buildings, facilities, and equipment; clean conference rooms, offices, and other facilities; assure security of the facility; prepare and maintain records related to work performed.

REPRESENTATIVE DUTIES:
Operate a variety of video, audio, personal computers, satellite and closed circuit television (CCTV), teleconferencing, and lighting control equipment used for facilities use purposes and ensure their proper maintenance. E

Assist others in the proper use and operation of audio/visual, satellite and closed circuit television (CCTV), teleconferencing, and lighting equipment, and other technical aspects of media programs and events. E

Participate in determining technical equipment needs for audio/visual programs and events and facilities use activities; perform related duties similar to the above in scope and function as required for audio/visual events and activities and concomitant facilities use. E

Attend meetings, workshops, and in-service training related to assigned duties, program, and department; adjust and arrange furniture and equipment; set up facilities for special events and meetings; perform a variety of assignments and tasks; providing appropriate setting for caterers to deliver meals and preparing beverages. E

Assist skilled maintenance workers in daily activities as assigned; perform minor maintenance and non-technical repairs on furniture, buildings and grounds including replacing light bulbs, lamps, and painting; report other maintenance and repair needs as appropriate. E

Clean, scrub and disinfect student and staff restrooms; wash windows and walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap; clean drinking fountains. E

Perform and/or assist others in the performance of routine maintenance and minor repair of bathroom fixtures, operate equipment used in emergency repair of plumbing fixtures and equipment. E

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Clean conference rooms, offices and other County Office facilities; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in conference rooms, offices, workshops, kitchens, and other work areas; remove gum and candy from floors; spot clean and shampoo carpets.

Prepare and maintain logs; maintain inventory; order supplies and materials as assigned; maintain confidentiality of materials and information.

Assure security of the assigned facility during assigned hours and upon leaving; lock gates, doors and windows; turn off lights when room is not in use; monitor facilities for fire hazards and report to appropriate personnel.

Dust and polish furniture, light fixtures and woodwork; clean whiteboards, trays and erasers; empty pencil sharpeners.

Empty and clean the waste and recyclable item receptacles; refill dispensers.

Pick up paper and other debris from grounds and buildings; report irrigation failures.

Raise or lower flags; lock and unlock doors and gates; operate security systems; report safety and sanitary hazards as appropriate.

Prepare LCD monitor displays of events.

Cover reception desk in absence of Facilities Assistant.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
The proper use and operation of designated audio/visual, satellite and closed circuit television (CCTV), lighting control, teleconferencing, and display equipment.
Electronics as related to audio/visual presentation operations; including personal computer.
Requirements of maintaining buildings and facilities in good repair.
Modern cleaning methods including basic methods of cleaning and preserving floors, whiteboards, carpets, furniture, walls and fixtures.
Cleaning materials, disinfectants and equipment used in custodial work.
Safety practices and work methods.
Proper lifting techniques.
Applicable fire regulations and safety precautions.
Shop math applicable to the building trades.
Health and safety regulations and procedures.
Basic policies and procedures of VCOE.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
ABILITY TO:
Operate audio and video players and recorders, projectors, duplicators, and microphones, satellite and closed circuit television (CCTV), teleconferencing and other audio/visual equipment and personal computers.
Perform semi-skilled maintenance and repair of building and facilities.
Maintain routine records related to work performed.
Work from sketches and general instructions.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Maintain current knowledge of technological advances regarding educational presentations.
Read, interpret, and apply regulations, policies and procedures.
Work independently with general direction.
Prioritize and schedule work.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Perform duties effectively with interruptions.
Perform heavy physical labor.
Maintain records and prepare reports.
Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE:
Equivalent to graduation from high school.

LICENCES AND OTHER REQUIREMENTS:
Possess a valid California driver's license.

WORKING CONDITIONS:
Subject to inside (community, office, and conference room) environments and outside environmental conditions; subject to noise from equipment operation, regular exposure to dust and odors, waste and recyclable items.

PHYSICAL ABILITIES:
Requires vision (which may be corrected) to view computer with related software and to read small print;
Dexterity of hands and fingers to operate a variety of specialized equipment and hand and power tools;
Climbing stairs and ladders;
Working from heights;
Reaching overhead, above the shoulders and horizontally;
Standing for extended periods of time;
Walking over rough or uneven surfaces;
Lifting heavy objects weighing up to 75 pounds;
Bending at the waist, kneeling or crouching, stooping, squatting, pushing pulling, and turning/twisting.
Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
Dust, odors, dirt, oil/grease, gases, vapors from paints and solvents;
Working in a cramped or restrictive work chamber;
Working at heights on ladders or scaffolding;
Electrical power supply and high voltage;
Chemicals contained in cleaning solutions; and
Potentially obstreperous members of the public.